

# Chandigarh College of Engineering and Technology, Sec-26 Apratim-2015

## Performa for Event Permission and Financial Sanction By Committee In-charge

|  |                    |              |
|--|--------------------|--------------|
| <b>Name of Club/Technical Society:</b> | <b>Event Name:</b> |              |
| <b>Date:</b>                           | <b>Venue(s):</b>   | <b>Time:</b> |
| <b>Brief Event Description:</b>        |                    |              |
|  |                    |              |

Have the details of the event signed by Club In-charge attached along with the sanction? YES/NO

Permission may please be granted for conducting above mentioned event.

| <b>EXPENDITURE DETAILS (Enter NIL if no funding required)</b> |             |              |               |
|---|-------------|--------------|---------------|
| S.no.   | Description | Approx. Cost | Justification |
|   |             |              |               |

Financial Sanction may kindly be accorded for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) as per the above details. The expenditure will be met out from the \_\_\_\_\_ Fund. An advance of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) against this sanction may be given in the name of \_\_\_\_\_.

(Name & Signatures of In -Charge)

| <b>Event Details &amp; Expenditure has been Verified</b> |  |
|--|--|
|  |  |
| <b>(Committee In-charge)</b>                             | <b>Coordinator Apratim</b>   |
| <b>Recommended/Not Recommended</b>                       | <b>Sanctioned/Not Sanctioned</b>   |
| <b>Secretary Student Council</b>                         | <b>Professor Incharge Student Welfare<br/>-Cum-President Student Council</b> |

PPL

AC(F/A)

SO

Supdt. Student Council

# Chandigarh College of Engineering and Technology,Sec-26

## Temporary Imprest Requisition

kindly issue me the temporary imprest of Rs ..... out of student fund for the expenditure approved vide sanction no .....dated.....for the following purpose

| S.No | Purpose of Expenditure | Amount |
|------|------------------------|--------|
|      |                        |        |

a. It is certified that the temporary imprest will be cleared by me within week after the expenditure.

**Requisitioning Officer/ In-Charge**

b. Temporary imprest of Rs.....may kindly be given to the requisitioning officer.

**Secretary Student Council**

**President Student Council**

c. Temporary imprest of Rs.....allowed.

**PPL/Head of Office,**

d. Received Rs..... Temporary imprest on.....

**In-Charge/ Receiving officer**

